



**STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE  
AND FINANCIAL SERVICES**

**Janet T. Mills  
Governor**

**Kirsten LC Figueroa  
Commissioner**

Dec-28-2023

Via Electronic Mail: [Vitas.Jalinskas@Transparentusa.com](mailto:Vitas.Jalinskas@Transparentusa.com)

Transparent Solutions LLC  
2009 Summer Street, Suite 207  
Stamford, CT 06905

**SUBJECT: Notice of Conditional Contract Award under RFP # 202309201 Overpayment  
Recovery Audit Services**

Dear Vitas Jalinskas,

This letter is in regard to the subject Request for Proposals (RFP), issued by the State of Maine Department of Administrative and Financial Services for 202309201. The Department has evaluated the proposals received using the evaluation criteria identified in the RFP, and the Department is hereby announcing its conditional contract award to the following bidder:

- Transparent Solutions LLC

Transparent Solutions LLC received the evaluation team's highest ranking. The Department will be contacting Transparent Solutions LLC soon to negotiate a contract. As provided in the RFP, the Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between the Department and the apparent successful vendor. The vendor shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract.

As stated in the RFP, following announcement of this award decision, all submissions in response to the RFP are considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA). 1 M.R.S. §§ 401 et seq.; 5 M.R.S. § 1825-B (6).

This award decision is conditioned upon final approval by the State Procurement Review Committee and the successful negotiation of a contract. A Statement of Appeal Rights has been provided with this letter; see below.

Thank you for your interest in doing business with the State of Maine.

Sincerely,

DocuSigned by:  
  
DACC4530B7FF4EC...  
Douglas E Cotnoir, CPA, CIA  
State Controller  
Office of the State Controller

## **STATEMENT OF APPEAL RIGHTS**

Any person aggrieved by an award decision may request an appeal hearing. The request must be made to the Director of the Bureau of General Services, in writing, within 15 days of notification of the contract award as provided in 5 M.R.S. § 1825-E (2) and the Rules of the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases, Chapter 120, § (2) (2).

**STATE OF MAINE  
TEAM CONSENSUS EVALUATION NOTES**

**RFP #:** 202309201

**RFP TITLE:** Overpayment Recovery Audit Services

**BIDDER:** Transparent Solutions LLC

**DATE:** November 17, 2023

**SUMMARY PAGE**

**Department Name:** Administrative and Financial Services

**Name of RFP Coordinator:** Frank Wiltuck

**Names of Evaluators:** Faith Talbot, Jennifer Libby, and Crystal Vaughn

<u>Pass/Fail Criteria</u>	<u>Pass</u>	<u>Fail</u>
Section I. Preliminary Information (Eligibility)	<b>X</b>	
<u>Scoring Sections</u>	<u>Points Available</u>	<u>Points Awarded</u>
Section II. Organization Qualifications and Experience	<b>40.00</b>	<b>N/A</b>
Section III. Proposed Services	<b>35.00</b>	<b>N/A</b>
Section IV. Cost Proposal	<b>25.00</b>	<b>N/A</b>
<u><b>Total Points</b></u>	<u><b>100.00</b></u>	<u><b>N/A</b></u>

**The department awards Transparent Solutions LLC as the Sole Bidder. The proposal was evaluated by the Evaluation Team but not scored.**

## STATE OF MAINE TEAM CONSENSUS EVALUATION NOTES

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### OVERVIEW OF SECTION I Preliminary Information

#### Section I. Preliminary Information

##### **Eligibility Requirements**

Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP. This documentation includes:

- The potential vendor must clearly document previous experience in providing overpayment recovery audit services.
- The vendor must document their ability to complete the project within 180 days of awarding the contract.

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#### **Evaluation Team Comments:**

1. Did the potential vendor clearly document previous experience in providing overpayment recovery audit services?

- The vendor provided 3 significant examples of performing this service previously.
- The examples of providing the service to business entities of various sizes and types.
- One example was a non-business entity.

2. Did the vendor document their ability to complete the project within 180 days of awarding the contract?

- The vendor has documented their ability to complete the project within 180 days of award.

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**EVALUATION OF SECTION II  
Organization Qualifications and Experience**

**Evaluation Team Comments:**

<b>1. Overview of the Organization</b>
<ul style="list-style-type: none"> <li>• 23 years of AP experience</li> <li>• Included in Deloitte's technology Fast50</li> <li>• International experience</li> <li>• Experience with various types of data systems – enterprise resource programming (ERP) including CGI (Advantage)</li> <li>• SOC 2 Type II compliant</li> </ul>
<b>2. Subcontractors</b>
<ul style="list-style-type: none"> <li>• No subcontractors were disclosed in the bid proposal.</li> </ul>
<b>3. Organizational Chart</b>
<ul style="list-style-type: none"> <li>• A table was provided with the position titles/role and names of employees that will be involved in this project.</li> </ul>
<b>4. Litigation</b>
<ul style="list-style-type: none"> <li>• No list was included in the bid proposal</li> </ul>
<b>5. Licensure/Certification</b>
<ul style="list-style-type: none"> <li>• The bid proposal does not include and documentation related to individuals certifications.</li> </ul>
<b>6. Certificate of Insurance</b>
<ul style="list-style-type: none"> <li>• Certificate of insurance was provided but appears to be foreign.</li> <li>• Co-insured listed is Transparent Solutions LLC believed to be the CT office.</li> </ul>

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**EVALUATION OF SECTION III  
Proposed Services**

**Evaluation Team Comments:**

**1. Services to be Provided**

The contractor selected will be responsible for / expected to:

- ☐ Review accounts payable/disbursement transactions (excluding payroll expenditures) made for Fiscal Years 2018, 2019, 2020 and 2021, which includes the period beginning July 1, 2017 through June 30, 2021.
- ☐ Contact/further review all vendors with questionable transactions.
- ☐ Deliver a list of overpayments with an explanation as to why and when overpayment was made along with supporting documentation to the State Controller. Overpayments should not be excluded due to the financial status of the account. The contractor should report the overpayment to the State Controller with a brief description of the status of the accounting.
- ☐ Complete the review of all payments within 180 days of awarding the contract.
- ☐ Deliver a detailed report of internal control weaknesses which contributed to the overpayments, including recommendations for corrective action.
- ☐ Maintain and protect the confidentiality of all records. The contractor and each employee or agent of that person, is subject to all prohibitions against the disclosure of confidential information obtained from the State in connection with the contract that apply to the State Controller or applicable State agency or an employee of the State Controller or applicable State agency. The contractor and each employee or agent of that person who discloses confidential information in violation of a prohibition under this section is subject to the same sanctions and penalties that would apply to the State Controller or applicable State agency or an employee of the State Controller or applicable State agency for that disclosure.
- ☐ Obtain approval from the State Controller of any and all amounts identified as potential overpayments before any collection attempts are made.
- ☐ Collect overpayment recoveries as approved by the State Controller. All recovery payments shall be made directly to the State.

- Met requirements.

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<b>2. Implementation – Work Plan</b>
<p>Provide a realistic work plan for the implementation of the program through the first contract period. Display the work plan in a timeline chart. Concisely describe each program development and implementation task, the month it will be carried out and the person or position responsible for each task. If applicable, make note of all tasks to be delegated to subcontractors.</p>
<ul style="list-style-type: none"><li>• Met requirements, timeline was included in a process workflow diagram.</li></ul>



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**EVALUATION OF SECTION IV  
Cost Proposal**

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Cost Proposal Total Bidder Rates
<b>18% contingency fee on all recoveries</b>



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AGREEMENT AND DISCLOSURE STATEMENT  
RFP# 202309201  
Overpayment Recovery Audit Services

I, Crystal Vaughn accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative and Financial Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

DocuSigned by:

*Crystal Vaughn*

11/9/2023

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Signature

Date



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AGREEMENT AND DISCLOSURE STATEMENT  
RFP# 202309201  
Overpayment Recovery Audit Services

I, Faith Talbot accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative and Financial Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

DocuSigned by:

*Faith Talbot*

86DECB4571ED485

11/9/2023

Signature

Date



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AGREEMENT AND DISCLOSURE STATEMENT  
RFP# 202309201  
Overpayment Recovery Audit Services

I, Jennifer Libby accept the offer to become a member of the Request for Proposals (RFP) Evaluation Team for the State of Maine Department of Administrative and Financial Services. I do hereby accept the terms set forth in this agreement AND hereby disclose any affiliation or relationship I may have in connection with a bidder who has submitted a proposal to this RFP.

Neither I nor any member of my immediate family have a personal or financial interest, direct or indirect, in the bidders whose proposals I will be reviewing. "Interest" may include, but is not limited to: current or former ownership in the bidder's company; current or former Board membership; current or former employment with the bidder; current or former personal contractual relationship with the bidder (example: paid consultant); and/or current or former relationship to a bidder's official which could reasonably be construed to constitute a conflict of interest (personal relationships may be perceived by the public as a potential conflict of interest).

I have not advised, consulted with or assisted any bidder in the preparation of any proposal submitted in response to this RFP nor have I submitted a letter of support or similar endorsement.

I understand and agree that the evaluation process is to be conducted in an impartial manner without bias or prejudice. In this regard, I hereby certify that, to the best of my knowledge, there are no circumstances that would reasonably support a good faith charge of bias. I further understand that in the event a good faith charge of bias is made, it will rest with me to decide whether I should be disqualified from participation in the evaluation process.

**I agree to hold confidential all information related to the contents of Requests for Proposals presented during the review process until such time as the Department formally releases the award decision notices for public distribution.**

DocuSigned by:

*Jennifer Libby*

11/13/2023

Signature

Date